

# MONTHLY NOTES

OF THE

## Library Association

of the United Kingdom.

---

THE next Monthly Meeting of the Association will be held on Friday, November 4th, at 8 p.m., at the London Institution, Finsbury Circus.

The attention of members is called to the appointment of a Committee of the whole Association to prepare illustrations of the Cataloguing Rules. It is requested that members who are unable to attend the Committee will forward examples and suggestions to the Secretaries, Mr. E. C. Thomas, 2, South Square, Gray's Inn, W.C., and Mr. C. Welch, Corporation Library, Guildhall, E.C.

The Council invite suggestions from members as to the future mode of publishing the proceedings of the Association, and particularly upon the following points:—Firstly, as to the desirability of continuing the series of volumes of Transactions of the Annual Meetings. Secondly, as to the enlargement of "Monthly Notes," and how far members will be willing to help by the contribution of papers and the library news of their own institutions and localities. Thirdly, as to the publication of a new official journal, either quarterly or monthly, to contain reports of all meetings, and to take the place of the present annual and monthly publications.

The whole question will shortly press for final decision, and members are earnestly requested to forward their suggestions with as little delay as possible.

### OCTOBER MONTHLY MEETING.

THE first Monthly Meeting of the fifth year of the Association was held at the London Institution, on Friday, October 7th, 1881, at 8 p.m., Mr. CORNELIUS WALFORD, Vice-President, in the chair.

The minutes of the previous meeting having been read and confirmed, the following gentlemen were proposed for election, and will be balloted for at the next meeting:—Mr. C. W. H. Wyman, Great Queen Street, W.C.; Mr. C. W. Holgate, 2, Ladbroke

Road, Notting Hill; Mr. R. W. Hobbes, H.M. Dockyard, Chatham; and Mr. W. Andrews, Hon. Secretary of the Literary Club, Hull.

The following Committees were appointed :—

1. On Size Notation, to consist of Messrs. G. Bullen, R. Garnett, J. W. Knapman, H. R. Tedder, B. R. Wheatley, and the Secretaries.

2. On the Training of Library Assistants, to consist of Messrs. H. Bradshaw (President), P. Cowell, J. D. Mullins, and W. H. Overall.

3. To prepare illustrations to the Cataloguing Rules, to be a Committee of the whole Association.

The meeting then adjourned.

#### REPORT OF THE EDINBURGH MEETING.

MEMBERS will be pleased to learn that they may shortly expect to receive the Report of the proceedings of last year's meeting at Edinburgh. The volume, which is edited by Messrs. Thomas and Welch, has been printed by the Chiswick Press in the same handsome manner as the transactions of previous years. It will extend to about twenty-five pages more than the Manchester volume, and the matter will be of equal importance and interest. The contents include the reports presented to the meeting, the opening address by Mr. J. Small, V.P., and the following papers :—Notes on Early Printing in Scotland, by J. T. Clark; Biographical Notices of some eminent Edinburgh Librarians, by W. Black; the Free Libraries of Scotland, by T. Mason; the Extension of the Free Library System to Counties, by J. Maclauchlan; the Classification of History, by B. Lomax; the Librarian and his Work, by J. D. Mullins; an Improved System of Press and Shelf Notation, by J. Marshall; Assyrian Libraries, by L. A. Wheatley; Notes on the Great Libraries of Scandinavia, by G. Goudie; Historical Sketch of the Library of the University of Edinburgh, by J. Small; a System of Clearing for Duplicate Volumes, by C. Walford; Copyright, in its relation to the Supply of Books, by R. A. Macfie; an Index to Scientific Bibliographies, by J. B. Bailey; Buckram, a Palinode, by E. B. Nicholson. Reports of the Proceedings and Discussions, and of the Speeches at the dinner given to the Association by the Local Committee follow; the rest of the volume consists of accounts of the libraries of Edinburgh visited by the Association, and those of East Scotland. The appendix contains, among other matters, the Cataloguing Rules as originally drafted, and as amended by the meeting.

#### ANNUAL MEETING AT LONDON.

THE fourth annual meeting of this Association was held in the Hall of Gray's Inn, on Tuesday, Wednesday, Thursday, and Friday, the 13th, 14th, 15th, and 16th of September. After a preliminary meeting of the Council, the first day's proceedings began at 10 a.m., when the President, Mr. J. A. RUSSELL, Q.C., Master of the Library of the Honourable Society of Gray's Inn, took the chair.

The following gentlemen were proposed by the Council for immediate election, and duly elected:—Mr. G. L. Gomme, Mr. D. H. Burn, Mr. J. Bass Mullinger, Mr. J. Justen, Mr. E. G. Allen, Mr. Greville, Mr. Wynne E. Baxter, Mr. J. H. Chapman, Mr. E. King, and Mr. J. J. Charnock.

The names of the following gentlemen, engaged in Library administration, were announced as having joined the Association:—The Hon. John Ure, Lord Provost of Glasgow; Mr. T. W. Newton, Assistant Librarian, Royal School of Mines; Mr. Daniel Williams, Dorman's Library, St. Leonards; Mr. T. Lakin, Librarian, Free Public Library, Devonport; Mr. J. W. Barter, Assistant Librarian, Free Public Library, Plymouth; Mr. C. Wall, *Observer* Office, Wigan; Mr. J. Manley, member of Free Library Committee, West Bromwich; Mr. R. F. Sketchley, Curator of the Dyce and Forster Collections, South Kensington Museum; Mr. James Yates, Librarian, Free Public Library, Leeds; Rev. Dr. W. Sparrow Simpson, Librarian of St. Paul's Cathedral Library; Mr. W. S. Bramwell, Librarian, Free Public Library, Preston; Mr. J. Whittall, Assistant Secretary, Statistical Society; and Mr. R. R. Holmes, Librarian to Her Majesty.

The CHAIRMAN then delivered the introductory address, in which, after referring to the death of Mr. Coxo, our late President, and remarking on the principal subjects on the paper of business, he proceeded to welcome the Association in the name of the Benchers of Gray's Inn, and remarked on the peculiar fitness of the place for such a meeting, on account of the great men connected with that place who had done so much to make the materials for books in history, politics, and science, specially referring to the names of Gascoyne, Powell, Thos. Cromwell, Burleigh, Holt, Romilly, and Bacon.—A vote of thanks was then given to the Chairman for his address.—On the motion of Mr. MULLINS, seconded by Mr. C. WALFORD, it was resolved, "That this meeting expresses its profound regret at the recent loss which it has sustained by the death of its first President, Mr. J. Winter Jones, late Principal Librarian of the British Museum, and requests Mr. Garnett to prepare a notice of Mr. Jones to be printed in the Transactions."

The report of the Council was then read by Mr. WELCH, Secretary, and was adopted on the motion of Mr. C. WALFORD, seconded by Mr. W. H. K. WRIGHT, after a short discussion.

A resolution, proposed by Mr. MULLINS, "That in future the Council be requested to consult provincial members before taking any action specially affecting the provinces," was unanimously agreed to.

The TREASURER then read the balance-sheet, explaining that, as it was made up to the 5th September, and the year ended the 5th October, it did not represent the whole income for the year.

A resolution by Mr. NICHOLSON, respecting the finances of the Association, was ruled out of order for want of notice, and the balance-sheet was then adopted.

Mr. THOMAS, Secretary, then read a paper by the Rev. W. D.

MACRAY, of the Bodleian Library, entitled, "A Short Notice of Mr. COXE's Work at the Bodleian." After the discussion of this paper, Mr. HENRY STEVENS read a paper on "English Bibliography before 1640." At the end of the discussion on this paper, the rule as to notice was suspended, to allow Mr. NICHOLSON to give notice of his motion for the sitting on Friday. A motion that it should have precedence of other business was lost, and the meeting adjourned at half-past twelve.

Business was resumed at one o'clock, when Mr. ERNEST C. THOMAS read his paper on "Legal Bibliography;" after which Mr. DOUTHWAITE, Librarian of Gray's Inn, read his paper on "The Libraries of the Inns of Court." After the discussion of these papers, the meeting adjourned, and the members were conducted by Mr. Douthwaite over the library of Gray's Inn, and afterwards to the halls and libraries of Lincoln's Inn and the Inner and Middle Temple. They next visited the library of the Incorporated Law Society, where they were received by Mr. F. Boase, the Librarian, who gave an account of the library.

In the evening the country members were entertained at dinner at the Freemasons' Tavern, the chair being occupied by Mr. RICHARD GARNETT, Superintendent of the Reading-room of the British Museum. After the toast of "The Queen and Royal Family" had been duly honoured, the CHAIRMAN proposed "Literature," remarking that, as a librarian, he was bound to take literature as the whole of that which was printed, and, of course, was unable to touch on more than the merest fringe of the subject. The indebtedness of librarians to literature could be expressed in one word—"Existence." The indebtedness of literature to librarians was a much more intricate matter, but if he were to try to express it in one word, he should use the word "Stability" (hear, hear). In ancient times, but for the spirit of librarianship, literature would have perished altogether; but it took refuge in monasteries, where there were libraries, and men who spent their time in copying and securing the perpetuity of books. Thus the literature of that age had been preserved and transmitted. At the present day literature was so extensive that if it were not for the librarian a very great part of it would be lost entirely. Thus, librarians repaid their obligation to literature by finding places in which books might be preserved.—Mr. AXON responded to the toast.—Mr. HARRISON proposed "Library Committees," which was responded to by Mr. Alderman HANSON and Mr. TIMMINS.—The CHAIRMAN next proposed "Our Guests," referring to the handsome manner in which the London members had been entertained at Oxford, Manchester, and Edinburgh, and expressing the pleasure they felt in entertaining their brethren from the country.—Mr. MULLINS and Mr. YATES acknowledged the toast.—Mr. HENRY STEVENS proposed the "Libraries of the Old and New World," coupling therewith the names of Mr. Greenough, President of the Board of Trustees of Boston Library, and Mr. Bowker, of New York.—Mr. GREENOUGH said, in the course of his remarks, that the prin-

ciple by which they were guided in the Boston Library was, in the first place, to have the largest number of books suitable for the largest number of people, and next, to put these books in such a position that the largest number might read them. Any inhabitant of the age of sixteen who could bring anyone to say that he lived in a house in Boston could have a book. In an issue of over a million of volumes they had only lost one in eleven thousand, and they were books of no importance which the fines were amply sufficient to replace.—Mr. BOWKER remarked that the librarian of the present day was doing a great deal of work in the way of cataloguing and arranging that would not have to be done again. This would enable them to do more of their best work—the work with the reader rather than with the books.—Mr. WALFORD proposed “Publishers, Printers, Booksellers, and Binders.”—Mr. J. MAXWELL responded for the publishers, and Mr. WYMAN for the printers.—The Rev. Dr. SPARROW SIMPSON proposed “The Library Association.” He said that, speaking as a clergyman, if he had to prepare a scheme which would provide the most usefulness in a parish, he should in the first place provide a church. In the second place there would perhaps be a school, but in the third there would certainly be a library. As to the Association, he thought its work was already apparent. It might be that they as librarians stood only at the doors of the temple of knowledge, but they held there a very bright and brilliant torch (applause).—Mr. OVERALL responded to the toast.—Mr. TIMMINS proposed “The Chairman,” who responded, expressing his regret that the principal Librarian of the British Museum was unable to be present.—Mr. STEVENS proposed “The Secretaries,” remarking upon the able manner in which they performed their duties.—Messrs. THOMAS and WELCH having responded in a few words, the proceedings were brought to a close.

#### SECOND DAY.

On the second day, Wednesday, 14th September, business began at 10 a.m., when Mr. MULLINS took the chair. Mr. THOMAS moved his resolution: “That it is expedient to revise the constitution of the Association, and that a Committee be appointed for that purpose, with instructions to report during the present meeting.”

This was seconded by Mr. TEDDER, and, after a short discussion, was carried unanimously.

The CHAIRMAN moved “That the Committee consist of all the members of the Association.”—Mr. THOMAS moved, as an amendment, “That the Committee consist of the members of the Council and the Corresponding Secretaries, with power to add to their number.” On a show of hands the amendment was lost, and it was resolved that the Committee should be a Committee of the whole Association, and should meet the next morning at 9 a.m.

Mr. AXON then read his paper “On Legislation for Public Free Libraries,” in which he traced the course of legislation on the subject, and criticised the proposed Bill.—At the close of the discussion on this paper, Mr. NICHOLSON moved his resolution: “That the pro-

visions of Sir John Lubbock's Free Libraries Bill, as proposed to be amended by the mover, be discussed and voted on *seriatim* by the meeting." This was seconded by Mr. TEDDER, whereupon Mr. W. H. K. WRIGHT moved as an amendment, "That in consideration of the fact that two separate drafts of Sir John Lubbock's Bill are being prepared, and that a meeting has been convened for Monday next by the Mayor of Manchester to consider one of those drafts, it is inexpedient for this Association to discuss the provisions of either at the present meeting." This amendment was seconded by Mr. S. TIMMINS, and carried.—Mr. NICHOLSON then moved, seconded by Mr. TEDDER, "That in metropolitan parishes and districts, and in places of over 30,000 inhabitants, or capable of raising £500 per annum by the penny library-rate, the power of adopting the provisions of Sir John Lubbock's Free Libraries Bill should also be conferred by Parliament on the bodies which would be the library authorities under the Bill." The previous question having been put and carried as an amendment, the meeting adjourned at half-past twelve, and the members proceeded to St. Paul's Cathedral, where they were received by the Rev. Dr. W. Sparrow Simpson, librarian, who gave them an account of the library, and exhibited some of its principal treasures, and afterwards conducted them over other parts of the Cathedral.

The afternoon sitting was entirely occupied with the revision of the proposed Cataloguing Rules. On the question of size notation the previous question was proposed and carried; and the revision of the remaining rules was then completed. (The rules as amended will be found at pp. 81-4)

#### THIRD DAY.

On the third day, Thursday, 15th September, the Committee on the Revision of the Constitution of the Association met at 9 a.m., and completed their work at 11 a.m., when Mr. C. WALFORD took the chair, and Mr. HARRISON, Treasurer, read a paper "On the Limitation of the Contents of Libraries by the Elimination of Obsolete Works." After the discussion on this paper the report of the Committee on the Training of Library Assistants was brought up.—Mr. OVERALL moved that the report be received; this was seconded by Mr. W. H. K. WRIGHT, and carried unanimously.—Mr. THOMAS, Secretary, seconded by Mr. TEDDER, then moved that the report be also adopted, but on a ballot the motion was lost by 24 to 19, and the meeting adjourned at half-past twelve.

On resuming at half-past one Mr. B. R. WHEATLEY, Librarian of the Royal Medical and Chirurgical Society, read a paper on "The Question of Authorship in Academical Dissertations." After the discussion on this paper Mr. WALFORD left the chair, which was taken by Mr. P. COWELL for the remainder of the sitting, and Mr. WALFORD then read a paper on the "Outline of a Plan for the Preparation of a Catalogue of (British) Periodical Literature." At the close of the discussion on this paper, it was resolved to take into consideration the motion of which Mr. Nicholson had given

notice on the first day. Mr. NICHOLSON accordingly moved "That a circular be sent as early as possible to all gentlemen and ladies whose names are on the list of members, but whose subscriptions are in arrear, asking them to pay the arrears or to signify their withdrawal; that the incoming Council be requested to raise the invested capital to the amount which has been received in life subscriptions, and to carry forward next year a balance of income sufficient to cover all liabilities then outstanding or properly attaching to that year, and that no steps be taken to incur expenditure on the publication of volumes till these results have been attained."

After a few words from Messrs. HARRISON, OVERALL, and WALFORD, it was agreed that the matter should be left to the Council, and the motion accordingly dropped. The meeting then adjourned, and the members visited Stationers' Hall, where they were received by the Clerk of the Company, Mr. C. R. Rivington, who gave a brief account of the Company and their Hall, and exhibited several of the ancient registers and early publications of the Company. In the evening Mr. Cornelius Walford received the members of the Association at his residence, where they inspected his interesting collection of works on Insurance, and the MS. material for the proposed Catalogue of Periodical Literature.

#### FOURTH DAY.

On assembling at 10 a.m. on the 16th September, the chair was taken by Mr. HARRISON, Treasurer, and the Committee appointed to revise the constitution presented their report. The revised constitution was then discussed clause by clause, and it was resolved, on the motion of Mr. WELCH, Secretary, seconded by Mr. C. WALFORD, that it should be adopted and come into immediate operation. (The revised constitution will be found on pp. 85-7.)

Mr. NICHOLSON then proposed his resolution, "That this Association is in favour of the general principle of opening public libraries, museums, and other galleries for some part, at least, of every Sunday; though particular local circumstances may sometimes render the present application of this principle useless or undesirable."—Mr. TEDDER seconded the resolution.—Mr. W. H. K. WRIGHT moved as an amendment, "That this Association does not consider it within its province to consider and discuss the question of opening libraries and museums on Sundays." The amendment was seconded by Mr. COWELL, and carried almost unanimously.

Mr. ARCHER, Librarian of the National Library of Ireland, then read a paper, entitled "Suggestions as to Public Library Buildings."

On the motion of Mr. MACALISTER, seconded by Mr. W. H. K. WRIGHT, a unanimous vote of thanks was given to the Committee on the Training of Library Assistants for their report.

It was moved by Mr. THOMAS, Secretary, and seconded by Mr. BRADSHAW, "That the Cataloguing Rules as amended at Edinburgh and at this meeting be adopted, and at once published." This was unanimously agreed to, and the meeting adjourned at half-past twelve.



On re-assembling at one o'clock, the officers for the year 1881-2 were elected in accordance with the revised constitution. The result of the election was declared to be as follows:—President, H. Bradshaw. Vice-Presidents, G. Bullen, Rev. R. Sinker, S. Timmins, C. Walford, and B. R. Wheatley. London Members of Council: E. A. Bond, G. L. Campbell, A. Cotgreave, W. R. Douthwaite, A. J. Frost, R. Garnett, J. W. Knapman, E. B. Nicholson, W. H. Overall, H. Stevens, H. R. Tedder, and H. B. Wheatley. Country Members of Council: J. B. Bailey (Oxford), F. T. Barrett (Glasgow), J. P. Briscoe (Nottingham), P. Cowell (Liverpool), W. J. Haggerston (Newcastle-upon-Tyne), T. G. Law (Edinburgh), C. W. Sutton (Manchester), and W. H. K. Wright (Plymouth). Treasurer, R. Harrison. Secretaries, E. C. Thomas and C. Welch. Auditors, J. W. Bone and W. Brace.

Mr. BRADSHAW moved, and Mr. OVERALL seconded, a vote of thanks to the Treasurer and Benchers of Gray's Inn, which was briefly acknowledged on their behalf by Mr. BROWN.

Mr. TIMMINS moved, and Mr. BRUNT seconded, a vote of thanks to Mr. J. A. Russell, for his able services in the chair on the first day of the meeting.

Mr. MULLINS then moved, and Mr. BARRETT seconded, a vote of thanks to Mr. Walford for his reception.

Mr. B. R. WHEATLEY moved, and Mr. THOMAS seconded, a vote of thanks to Mr. Douthwaite for his services in promoting the arrangements for this meeting.

The CHAIRMAN moved, and Mr. OVERALL seconded, a vote of thanks to the Board of Management of the London Institution for the use of their committee room during the past year.

The CHAIRMAN moved, and Mr. WRIGHT seconded, a vote of thanks to the members of the Entertainment Committee, which was responded to by Mr. J. HEYWOOD and Mr. STEVENS.

Mr. BRADSHAW moved, and Mr. MACALISTER seconded, a vote of thanks to the Officers and Council for the past year, which was acknowledged on their behalf by the TREASURER, and the proceedings terminated with a vote of thanks to the Chairman.

At the close of the meeting the members proceeded to Richmond, where they visited the Free Library, and were afterwards entertained at an "at home" by Mr. and Mrs. Maxwell, Lichfield House, Richmond.

The following is a list of the names of (90) members present at the annual meeting; names of members elected at the meeting are distinguished by an asterisk. It is requested that notice of any errors or omissions may be sent to the Secretaries:—

\*E. G. Allen (London); W. Archer (Dublin); E. W. Ashbee (London); W. E. A. Axon (Manchester); E. W. Badger (Birmingham); J. B. Bailey (Oxford); F. T. Barrett (Glasgow); C. H. Bayley (West Bromwich); A. J. Birch (New Swindon); F. Boase, G. C. Boase, J. W. Bone (London); T. W. Boss (Banbury); R. R. Bowker (U.S.A.); W. Brace (London); H. Bradshaw (Cambridge); J. P. Briscoe (Nottingham); W. S. Brough (Leek); E. Brunt (Hanley); \*D. H. Burn (London); G. L. Campbell (Wigan); J. Chatto (London); P. C.



Cleasby (Worcester); W. H. Congreve (London); A. Cotgreave (Richmond); P. Cowell (Liverpool); Rev. J. A. Curling (Amersham); I. Davis (London); D. Dickinson (West Bromwich); W. R. Douthwaite (London); G. Easter (Norwich); H. A. Eliot (London); H. T. Folkard (Wigan); A. J. Frost (London); R. Garnett (London); G. Goudie (Edinburgh); F. Grut (London); R. Hanby (Manchester); Ald. and Sheriff R. Hanson (London); G. Harris (Deritend); R. Harrison (London); T. Heath (Derby); J. Heywood (London); Rev. J. C. Hudson (Horncastle); R. Hudson (Lapworth); G. R. Humphery, \*J. Justen (London); E. King (Richmond); J. W. Knapman, J. P. Latimer (London); B. Lomax (Brighton); J. Y. W. MacAlister (Leeds); F. Madan (Oxford); C. Madeley (Warrington); H. J. Mathews (Oxford); \*J. B. Mullinger (London); J. D. Mullins (Birmingham); T. W. Newton, E. B. Nicholson, W. H. Overall (London); E. Parfitt (Exeter); G. Parr (London); J. Pink (Cambridge); J. A. Russell (London); C. P. Russell (Bath); C. E. Scarse (Birmingham); A. E. Scales (Edinburgh); L. Seligmann (Berlin); R. F. Sketchley, A. Smith, I. Stamp, H. Stevens (London); J. Taylor (Bristol); H. R. Tedder, E. C. Thomas, R. Thorburn (London); S. Timmins, E. Tonks (Birmingham); W. S. W. Vaux (London); J. K. Waite (Bolton); W. C. Walcott (Gambia); C. Walford, C. Welch, B. R. Wheatley, H. B. Wheatley, J. V. Whitaker, J. Whittall, H. Wilson (London); W. H. K. Wright (Plymouth); J. Yates (Leeds).

## CATALOGUING RULES OF THE LIBRARY ASSOCIATION OF THE UNITED KINGDOM.

### TITLE.

1. The title is to be an exact transcript from the title-page, neither amended, translated, nor in any way altered, except that mottoes, repetitions, and matter of any kind not essential may be omitted, omissions to be indicated by a group of three dots (. . .). The typography and punctuation of the title need not be strictly adhered to.

2. The titles of books especially valuable for antiquity or rarity may be given in full, with the exact punctuation.

3. In English, initial capitals are to be given to proper names of persons and personifications, places, bodies, noted events, and periods; to adjectives and other words derived from proper names when they have a direct reference to the person, place, &c., from which they are derived; to the first word of every quoted title of a work; to titles of honour, when standing instead of a proper name (*e.g.*, Earl of Derby, but John Stanley, earl of Derby).

4. In foreign languages the use of capitals is to follow the local practice.

5. In doubtful cases capitals are to be avoided.

### VOLUMES, SIZE, PLACE, DATE, &c.

6. Other particulars are to be given after the title in the following order, those printed in italics being optional:—

(a.) The edition as specified on the title page.

(b.) The number of volumes, if more than one.

(c.) *If there be only one volume, the number of pages to be indicated by giving the number of each pagination, connecting the numbers by the sign +; the same sign added at the end indicating additional unpaginated matter other than advertisements.*

- (d.) *The number of separate illustrations, maps, or portraits.*
- (e.) *The size.*
- (f.) *The place of publication, the place of printing, when different from that of publication, and the publisher's name.*
- (g.) *The year as given on the title-page, but in Arabic figures. The year of actual publication, if known to be different, being added in square brackets.*

#### LANGUAGE OF TITLE AND IMPRINT.

7. These title and imprint entries are to be as far as possible in the language of the title, alterations and additions being enclosed in square brackets.

#### CONTENTS AND NOTES.

8. Contents of volumes are to be given when expedient.

9. Notes explanatory or illustrative, or descriptive of bibliographical and other peculiarities, including imperfections, to be subjoined when necessary. Tables of contents and notes to be in smaller type.

#### HEADINGS.

Books are to be entered—

10. Under the surnames of authors when stated on the title-page, or otherwise certainly known, with the fore-name in brackets; a name not stated in the book or in a subsequent edition of it to be placed within square brackets, and all anonymous works to have the abbreviation "Anon." added.

11. Under the initials of authors' names when these only are known, the last initial being put first.

12. Under the pseudonyms of the writers, with a cross-reference to the real name when known.

13. Under the names of editors of collections, and under the catch-titles of such collections; each separate item to be at the same time sufficiently catalogued under its own heading.

14. Under the names of countries and cities, societies, &c., which authorize their publication.

15. Under the first word, not an article, of the titles of periodicals.

16. Under the chief subject-word of the titles of anonymous books, and, where advisable, with a cross-reference under any other noticeable word.

17. Commentaries with the text, and translations, are to be entered under the heading of the original work; but commentaries without the text under the name of the commentator.

18. The Bible, or any part of it (including the Apocrypha) in any language, is to be under the word Bible, the separate parts classed in the order of the authorized version, polyglots and original texts coming first, followed by English translations; the other versions in alphabet of names of the languages.

19. The Talmud and Koran (and parts of them) are to be entered under those words.

20. The sacred books of other religions are to be entered under

the names by which they are generally known; cross-references to be given from the names of editors, translators, &c.

21. Service and Prayer-Books used by any religious community are to be placed under the head of Liturgies, with a sub-head of the religious community.

22. Books having more than one author or editor are to be entered under the one first-named in the title, with a cross-reference under each of the others.

23. Names of translators, commentators, editors, and preface writers, if they do not occur in the title-page, may be added within square brackets, a cross-reference being made in each case.

24. The respondent or defender of an academical thesis is to be considered as the author, unless the work unequivocally appears to be the work of the præses.

25. Reports of civil actions are to be entered under the name of the party to the suit which stands first on the title-page. Reports of Crown and criminal proceedings are to be entered under the name of the defendant. Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

26. Catalogues are to be entered under the name of the institution, or owner of the collection, with a cross-reference to the compiler.

27. Noblemen are to be entered under the title except when the family name is better known, a cross-reference under the title being made in every case.

28. Ecclesiastical dignitaries, unless popes or sovereign princes, are to be entered under their surnames; the highest title to be added, with a cross-reference from the title employed in the book.

29. All persons generally known by a fore-name are to be so entered, the English form being used in the case of sovereigns, popes, ruling princes, Oriental writers, friars, and persons canonized.

30. Married women and other persons who have changed their names to be put under the name best known, with a cross-reference from the last authorized name.

31. In the heading of titles the names of authors are to be given in full, and in their vernacular form; authors generally known under their Latin or Latinized names are to be entered under those names, the vernacular name being added after the first entry, and a cross-reference being made.

32. English and French surnames beginning with a prefix (except the French *de* and *d'*) are to be recorded under the prefix; in other languages under the word following.

33. English compound surnames are to be entered under the last part of the name; foreign ones under the first part; cross-references being given in all instances.

34. When an author has been known by more than one name, references should be inserted from the name or names not used as headings to the one used.

35. A society is to be entered under the first word, not an article, of its corporate name, with references from any other name by

which it is known, *and from the name of the place where its headquarters are established.*

#### MISCELLANEOUS.

36. The heading is not to be repeated; a single indent or dash indicates the omission of the preceding heading or title. A dash following a number signifies continuation.

37. Entries under the surname only are to precede fuller entries under the same name; where the initials only of the fore-names are given, they are to precede full entries with the same initials.

38. The prefixes M<sup>r</sup> and Mc, S., St., Ste., Messrs., Mr., and Mrs., are to be arranged as if written in full, Mac, Sanctus, Saint, Sainte, Messieurs, Mister, and Mistress.

39. The works of an author are to be arranged in the following order :—

(a) Collected works.

(b) Partial collections.

(c) Individual works in alphabetical order of titles, under the first word not an article.

Translations are to follow the originals in alphabetical order of languages.

40. Cross-references are to be given from the subjects of biographies to their writers.

41. The order of alphabetization is to be that of the English alphabet.

42. In composite headings the first word is alone to be considered.

43. Names of persons are to precede similar names of places.

44. Titles in foreign characters may be transliterated.

45. The German ä, ö, ü are to be arranged as if written out in full, ae, oe, ue.

46. Arabic figures are to be used rather than Roman; but Roman figures may be used after the names of sovereigns, princes, and popes, and may be used to designate the number of a volume followed by a page number.

47. Designations are to be added to distinguish writers of the same name from each other.

48. Prefixes indicating the rank or profession of writers may be added in the heading when they are part of the usual designation of the writers.

49. The languages in which a book is written are to be stated when there are several and the fact is not mentioned in the title-page.

## CONSTITUTION OF THE LIBRARY ASSOCIATION OF THE UNITED KINGDOM.

### I. NAME.

1. The Association shall be called "The Library Association of the United Kingdom."

### II. OBJECTS.

2. Its main object shall be to unite all persons engaged or interested in library work, for the purpose of promoting the best possible administration of libraries. It shall also aim at the encouragement of bibliographical research.

### III. MEMBERS.

3. There shall be two classes of members, subscribing and honorary.

4. Subscribing members shall pay an annual subscription of half a guinea, which shall become due in advance on the 5th of October in each year. Any member not paying the subscription within six calendar months from that date shall, after notification, cease to belong to the Association. Annual payments may be commuted by a life-subscription of five guineas, and such subscription shall be invested by the Council on behalf of the Association.

5. Any person engaged in the administration of a library shall become a subscribing member on payment of the annual subscription.

6. Any person not actually engaged in library administration may be elected a subscribing member at any monthly meeting, after notice of proposal given at the previous meeting. Provided that the number of persons so elected shall never exceed two-fifths of the whole number of subscribing members.

7. Honorary members may be elected by a vote of upwards of three-fourths of the members voting at any monthly meeting, after notice of proposal given at the previous meeting.

8. The Association shall have power to strike any member off its list by the unanimous vote of all members voting at any monthly meeting, after notice of motion given at the previous meeting, and communicated to the member; or by a vote of five-sixths of the members voting at any annual or special general meeting. Provided that a member whose name has been struck off at a monthly meeting shall have the right of appeal to the next annual or special general meeting.

### IV. OFFICERS.

9. The whole affairs of the Association shall be conducted (subject to the control of annual and special general meetings) by a Council, consisting of a President, Vice-Presidents, a Treasurer, two Secretaries, and twenty others, of whom twelve shall be London and eight country members. The above shall be elected at one annual meeting, and shall bear office until the close of the next. To

these shall be added all past Presidents and Vice-Presidents who shall intimate their wish to serve on the Council.

10. In case of the death or resignation of any elected officer, the Council may, at their discretion, elect some other member in his place.

11. The President shall not be capable of holding office for a continuous period of more than one year.

12. The Council shall present to the annual meeting a general report on the progress of the Association during the year.

13. The Treasurer shall receive all money due to the Association, shall make such payments as the Council shall direct, and shall keep a clear account of all receipts, payments, assets, and liabilities, of which he shall submit a report to the annual meeting, and, whenever so requested, to the Council.

14. The Secretaries for the time being shall keep a record of all proceedings, shall draft reports, issue notices, and conduct correspondence, and shall have the charge of all books, papers, and other property belonging to the Association.

15. Meetings of the Council shall be called by the President, and shall be held at such time and place as he shall appoint. It shall be lawful for the Secretaries to submit any resolution to each member of the Council in writing, and to receive written answers.

16. Two Auditors shall be annually elected by the Association at the same time and manner in which the officers are elected. They shall present to the Association, at each annual meeting, a full report on its financial affairs. In the event of the death or resignation of an Auditor, the vacancy shall be filled up by the next monthly meeting of the Association.

17. No person shall hold two offices simultaneously, or shall be at the same time an officer and an Auditor.

#### V. MEETINGS OF THE ASSOCIATION.

18. There shall be an annual meeting, of which at least two calendar months' notice shall be sent to each member. The Association shall fix, at each annual meeting, the place of the next, provided that the same town shall not be chosen for two successive meetings.

19. The annual meeting shall receive and consider the general report of the Council and the Treasurer's report, motions of which one month's notice shall have been given to the Secretaries, and papers approved by the Council.

20. Monthly meetings shall also be held in London, at some fixed time and place, of which notice shall be given to all subscribing members; but the Council shall have power to suspend the meetings during July, August, and September. The Council shall have authority to engage rooms for the monthly meetings, and for the formation of a museum of library appliances, and ultimately of a bibliographical library.

21. The monthly meetings shall receive and consider papers and suggestions on all subjects relating to the aims of the Association;

shall examine all library appliances and designs submitted to them, and shall lay their conclusions and recommendations before the Council. They shall further have power to appoint special committees for the investigation of any particular subject; and the reports of such committees shall be submitted to the Council.

22. On receipt of a requisition from any five members of the Council, or any fifteen subscribing members, the President shall convene, within one calendar month, a special general meeting, provided that the purpose for which the meeting is required be stated in the requisition, and also in the summons issued by the President.

23. No action shall be taken by the Council upon any question specially affecting the provincial libraries without first submitting such question to the librarians who are members of the Association, and getting their opinion in writing or otherwise.

24. In any district containing six members of the Association, a Local Committee may be formed, with a Corresponding Secretary. Resolutions and recommendations forwarded by Local Committees to the Secretaries of the Association shall be laid before its next monthly meeting.

#### VI. CONDUCT OF BUSINESS.

25. All elections of honorary members shall be conducted by ballot, the candidates being balloted for together. If there be fewer than one black ball in four, all the candidates shall be declared elected; otherwise they shall be balloted for separately, when one black ball in four shall exclude.

26. The election of officers shall be conducted by ballot upon a list, which shall include all nominations handed to the Secretaries before noon on the day preceding the day of election. Each nomination must be assented to in writing by at least three members of the Association.

27. On the demand of four subscribing members, any motion shall be decided by ballot.

28. The Chairman of any meeting shall have the right of voting, and if the votes be equal shall have a casting vote.

29. Honorary members shall not have the right of voting.

#### VII. LAWS.

30. The Council may initiate any bye-law not inconsistent with this Constitution; such bye-law shall be proposed to the next monthly meeting, and if passed shall have immediate effect.

31. Amendments to this Constitution may be moved by the Council at an annual or special general meeting, notice of the proposed amendment being given on the summons of such meeting. Any individual member may also propose such an amendment at an annual or special general meeting, by giving one calendar month's notice to the Secretaries. But no amendment shall have effect unless it be passed by the votes of two-thirds of the subscribing members present and voting.



## NOTICES OF BOOKS.

**Catalogue of the Anderson Free Library, Woodside.** Compiled by A. W. Robertson, M.A. Aberdeen, 1881. 8vo, pp. xvi., 262.

A dictionary catalogue of a library of upwards of 5,000 volumes of general literature. Authors, titles, and subjects are entered in one alphabet; the contents of volumes and the chief contents of periodicals are set out. Reference is facilitated by printing the initial word of each entry in large Clarendon type; where no size or place of publication is given, the one is octavo and the other London. The books are classified according to a modification of Mr. Dewey's system, and the class number is prefixed to each entry.

**Liverpool. Annual Supplementary Catalogue of the Liverpool Library, with the Laws and Report.** Liverpool, 1881. 8vo, pp. 70.

Contains laws, list of proprietors, and short-title catalogue of additions, authors, titles, and subjects, in one alphabet. Folio and 4to are the only sizes noted. Place of publication is omitted in case of London. The report (dated May 24, 1881) shows that the library was open during the past year 307 days, during which period 62,620 works were issued, being an average of 204 works or 520 volumes per day; 922 works or 1,464 volumes were purchased during the year.

**Warrington Museum. Supplement to the Catalogue of the Lending Library.** Second Edition. Warrington, 1881. 8vo, pp. 88.

A short-title dictionary catalogue of 2,330 volumes added to the lending department during the five years ending 31st Dec., 1880. Titles, authors, and subjects entered in one alphabet, authors' names and initial words of titles in Clarendon type, subjects in capitals, size and imprint not noted, class numbers given.

**Institution of Mechanical Engineers' Library Catalogue,** May, 1881. **Subject Index of Papers in the Proceedings, 1847-80.** London, 1881. 8vo, pp. 96 + 22.

Each book is entered under two headings: (*a*) the author's surname (*b*) the first significant word in its title. In the case of foreign works the book is entered under the first significant word both of its original title and its English equivalent. Titles are grouped as far as possible under the general subjects to which they relate; entries under other headings are cross-referenced to these. Works which do not fall into these groups are entered under the title and the author's name. A list of the (71) subjects is prefixed.

**List of a Selection of Works relating to Electricity and Magnetism, exhibited by Latimer Clark, M.I.C.E., at the Exposition Internationale d'Electricité.** Paris, 1881. 8vo, pp. 10.

A list of about seventy works, beginning with the *Speculum Naturale* of Vincentius Bellovacensis (1473), in which appear the first references to electricity, the properties of the magnetic needle, and guesses in anticipation of the electric telegraph.

## ADVERTISEMENT.

**THE Librarian of Corpus Christi College, Cambridge, desires to** recommend a Young Man, eighteen years old, of good parentage and education, who is anxious and well qualified to make himself useful in a library. A small salary is expected.

---

**London: TRÜBNER & CO., Ludgate Hill.**

*Single Numbers, Threepence each. Annual Subscription,  
post free, 3s. 6d.*